

BUTTE COUNTY

CalWORKs PLAN

November 26, 1997

STATE REQUIRED REVISIONS INCLUDED

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code, required by the Welfare-to-Work Act of 1997, AB 1542.

BUTTE COUNTY WELFARE DEPARTMENT GRIEVANCE PROCEDURE

I. Definition and Scope of a Grievance

- A. A grievance may be filed when a participant believes that any program requirement or assignment is in violation of the contract or is inconsistent with the program. (ref. 42-787)
- B. The sole issue for resolution through a formal grievance procedure shall be whether a program requirement or assignment is in violation of the contract or is inconsistent with the program: Participants are specifically excluded from using the CWD grievance procedure to appeal the outcome of a state hearing, the requirement to sign a basic contract, or the results of an assessment made according to Section 42-773, outlining the procedure for developing the employment plan with the CWD and the participant. (ref. 42-773)

II. Participant Rights

- A. The participant shall have the right to present a grievance pursuant to the provisions of these rules.
- B. The participant shall have the right to be represented by an attorney or other individual or organization of the participant's choosing. (ref. 42-341)
- C. The participant shall have the right to a written statement from the CWD in advance of the hearing setting forth the facts and basis of the county's position. (ref. 42-720.341)
- D. The participant shall have the right to have access to all relevant documents and information in advance of the hearing. (ref. 42-720.341)
- E. The participant shall have the right to present evidence and question witnesses. (ref. 42-720.341)
- F. The participant shall have the right to a tape recording or other verbatim record of the hearing. (ref. 42-720.341)
- G. The participant shall be informed of his/her right to file an appeal through the state hearing process as an alternative to the formal grievance procedures. (ref. 42-787.11)

III. Grievance Procedure Steps

The grievance procedure shall consist of the following steps, each of which must be completed prior to any request for further consideration of the matter.

Step 1. Social Worker. If a participant believes that there is a grievance which involves said participant, the participant may request an informal meeting with his/her Social Worker within (10) ten days* from the occurrence, or the participant's knowledge of the occurrence, which gives rise to the grievance. The Social Worker shall meet with the participant within (3) three days after the participant's request and

discuss the grievance in an effort to clarify the issue and to cooperatively work towards settlement. The Social Worker shall verbally present a decision to the participant within (3) three days from the time of the informal discussion.

Step 2. Social Worker Supervisor. If the grievance is not settled under Step 1, it may be formally submitted to the Social Worker Supervisor. The grievance shall be submitted within (3) three days after receipt of the decision at Step 1 and shall be submitted formally in writing, stating the nature of the grievance and the suggested solution. Within (3) three days after receiving the written grievance the Social Worker Supervisor shall meet with the participant. Within (3) three days thereafter, a written decision shall be delivered to the participant. (ref. 42-720.341)

Step 3. Program Manager. If the grievance is not settled under Step 1 or Step 2 option, it may be formally submitted to the Program Manager. The grievance shall be submitted within (3) three days after receipt of the written decision from Step 2 or verbal decision of Step 1, whichever applies. Within (3) three days after receipt of the written grievance, the Program Manager shall meet with the participant. Within (3) three days thereafter, a written decision shall be delivered to the participant. (ref. 42-720.341)

Step 4. Department Head or designated representative. If the grievance is not settled under Step 3, and it concerns the interpretation of a program requirement or assignment, it may be submitted to the Department Head or designated representative within (3) three days from the time the Program Manager renders a decision. Within (3) three days after receipt of the written grievance, the Department Head or designated representative shall meet with the participant. Within (3) three days thereafter, a written decision shall be delivered to the participant and the Program Manager involved. (ref. 42-720.341)

Step 5. GAIN Appeals Commission. If the grievance is not settled under Step 3 or if appropriate, Step 4, it may be appealed to the GAIN Appeals Commission. Such appeal shall be filed in writing with the receptionist of the GAIN office within (5) five days from the time a decision was rendered. The receptionist of the GAIN office shall advise the Appeals Commission of the grievance appeal. Within (5) five days, the Appeals Commission shall hear the grievance and make a written decision which shall be binding on all parties involved. The participant shall have the right to request a State hearing to appeal the outcome of a formal grievance. (ref. 42-787.4)

*NOTE: All days are designated working days.

IV. Basic Rules

- A. If a participant has already unsuccessfully completed the formal conciliation under the Unemployment Insurance Code Section 5302 due to nonparticipation (MPP Section 42-781) and the participant wants to grieve a program requirement or assignment at this time, only the formal grievance procedure established by the county board of supervisors and/or the state hearing process will be available. Aid will be continued only if the

participant begins to participate in the program prior to the commencement of sanctions and continues to participate for the duration of the grievance process. (ref. 42-787.62)

- B. If a participant does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits, the grievance shall be considered resolved.
- C. The participant shall be subject to sanctions pending the outcome of the formal grievance procedure or any subsequent appeal only if he/she fails to participate during the period the grievance procedure is being processed. If the participant continues to participate in the program during the formal grievance process and wants to grieve a program requirement or assignment which he/she believes is inconsistent with the program or is in violation of the contract, aid will be continued and the participant shall not be subject to sanctions. (ref. 42-787.6)
- D. If a participant files a grievance after the sanction commences, the sanction will not be suspended. (ref. 42-787.61)
- E. If a CWD representative does not render a decision to the participant within the time limitations, the participant may, within (3) three days thereafter, appeal to the next step in the procedure.

V. Appeals Commission

A. Composition of Appeals Commission

1. The Appeals Commission shall have the power and authority to decide matters regarding appeals involving program requirements or assignments.
2. The Commission shall have (5) five members and (3) three alternates. Members and alternates to the Commission shall be appointed in the following manner: (2) two members and (1) one alternate shall be chosen and appointed by Welfare Rights; (2) two members and (1) one alternate shall be chosen and appointed by the Butte CWD; (1) one member and (1) one alternate shall be chosen and appointed by mutual consent between the (4) four appointed members from Welfare Rights and CWD.
3. The first commission shall classify its members by lot, such that (2) two shall serve for a term not to exceed (1) one year; (2) two shall serve for a term not to exceed (2) two years; and (1) shall serve for a term not to exceed (3) three years. At the expiration of each term, as so provided, a successor shall be nominated by the authority which nominated the member whose position has become vacant, whether by expiration of term or otherwise. Appointees appointed to complete a term shall serve the time remaining on that term. All appointees appointed to serve a new term shall serve for (3) three years. Alternate members shall be appointed to a (2) two year term. The Commission shall, at its first meeting, and annually thereafter, on or before January 1st, select (1) one of its regular members to act as Chair and another to act as Vice-Chair.

B. Qualifications of GAIN Appeals Commission Members

Each person appointed to the Commission shall be a resident of Butte County and possess the integrity and impartiality necessary to protect the public interest as well as the interest of GAIN participants and GAIN as administered through Butte County Welfare Department. No Appeals Commission member can be in a position to represent or be responsible in any aspect of GAIN decision making.

C. Removal of Commission Members

A Commission member may be removed from the GAIN Appeals Commission for just cause as listed in the California Government Code Section 1770.

D. Quorum

A quorum of the Commission is any (3) three members or their alternates.

E. Disqualification of Commission Member

Either the GAIN Program Manager or GAIN representative, or the affected participant may make and file with the receptionist of the GAIN office a written statement to be submitted to the GAIN Appeals Commission objecting to the hearing of a matter before a member of the Commission and setting forth the facts constituting the ground of the disqualification of such member. Copies of such written statement shall be served by the presenting party on each party in the proceeding and on the Commission member alleged in such statement to be disqualified. Within (5) five days after the filing of any such statement, or (5) five days after the service of such statement as above provided, whichever is later in time, the Commission member alleged therein to be disqualified may file with the receptionist consent in writing that the action or proceeding be tried before another member, or may file with the receptionist a written answer admitting or denying any or all of the allegations contained in such statement and setting forth any additional fact or facts, or material relevant to the questions of disqualification. The receptionist shall forthwith transmit a copy of such consent or answer to each party who shall have appeared in such proceeding. Every such statement and every such answer shall be verified by oath in the manner prescribed by Section 446 of the Code of Civil Procedure for the verification of pleadings. The statement of a party objecting to the member on the ground of disqualification, shall be presented at the earliest practicable opportunity, after the objecting party's appearance and discovery of the facts constituting the ground of the member's disqualification, and in any event before the commencement of the hearing of any issue of fact in the proceeding before such member.

No member of the Commission who shall deny disqualification, shall hear or pass upon the question of personal disqualification but in every such case, the question of the member's disqualification shall be heard and determined by some other member agreed upon by the parties who have appeared in the proceeding, or, in the event of their failing to agree, by a member assigned to act by the GAIN Coordinating Committee and, if the parties fail to agree upon a member to determine the question of the disqualification within (5) five days after the expiration of the time

allowed herein for the member to answer, it shall be the duty of the receptionist then to notify the GAIN Coordinating Committee of that fact; and it shall be the duty of the GAIN Coordinating Committee forthwith, upon receipt of notice from the receptionist, to assign some other member, not disqualified, to hear and determine the question.

F. Right to Appeal

All participants may, after exhausting all other administrative remedies, file an appeal with the GAIN Appeals Commission on a decision by the GAIN Program Manager or GAIN representative where those decisions involve program requirements or assignments grievance. The Commission shall hear and decide such appeal and render a final decision.

G. Initiation of Appeal

Except as otherwise provided in these regulations, all appeals shall be filed in writing with the receptionist of the GAIN office within (10) ten days from the date of action or notification of action against which the appeal is made. In the written appeal, the appellant must state the facts of the appeal and the relief requested in sufficient detail to enable the Commission to understand the nature of the proceedings and parties concerned. The receptionist shall immediately notify the Commission and schedule a hearing for the appeal to be heard within (15) fifteen days. The receptionist shall submit to the Commission copies of the appeal and any notices sent to the appellant.

H. Notice of Hearing

The receptionist of the GAIN office shall notify all parties involved of the time and place of the hearing.

I. Subpoenas

The Commission, on behalf of the County of Butte, may compel by subpoena witnesses to appear at hearings as provided in Section 1985 of the Code of Civil Procedure. County employees called as witnesses shall serve without loss of pay.

J. Evidence Submitted in Hearing

Oral evidence shall be taken only on oath or affirmation. Each party shall have these rights: to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issue, even though the matter was not covered in the direct examination; to impeach any witness; and to rebut evidence. If the appellant does not testify in his/her own behalf he/she may be called and examined as if under cross-examination. The hearing need not be conducted according to technical rules of evidence. Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Irrelevant and unduly repetitious evidence may be excluded.

K. Right of Representation

The appellant and the county may be represented by counsel or other representation.

L. Reporting and Records

All appeal proceedings shall be recorded. Recordings and records of appeal proceedings shall be maintained by the receptionist of the GAIN office for a period of (1) one year after the final decision is rendered by the Commission. GAIN administration or an affected participant may request the Commission to provide a stenographic reporter to record the proceedings. The cost of the stenographic reporter shall be at the expense of the party requesting same. Requests to arrange for a stenographic reporter shall be given in written notice to the receptionist (5) five days prior to the hearing and accompanied by a sufficient fee to pay for the stenographic reporter. In the event a transcript is requested by either party to a proceeding, the original and one copy thereof shall be filed with the receptionist of the GAIN office. Any request for a transcript of the proceedings must be made to the receptionist within (30) thirty days following the date of the final decision of the Commission.

M. Hearings are Public

All hearings shall be public except when the parties stipulate otherwise. When the appellant requests a closed hearing in the sound discretion of the Commission such hearing may be granted. At the request of either party and in the sound discretion of the Commission, witnesses who have not testified may be excluded from the hearing room until such time as they are called to testify.

N. Findings, Decisions, and Orders

Following the hearing the Commission shall consider the evidence presented and shall make findings of fact regarding the appeal. The Commission shall prepare a written decision stating the appropriate action to be taken. Copies of the decision shall be sent to the GAIN Program Manager who will file one copy in the participant's case file and distribute copies to the appellant and the respondent involved. The decisions of the Commission shall be final and binding on all parties.

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

cc: AD's, PM's, Analysts, Bill

Finley

Linda
PETE WILSON, Governor



January 20, 1998

JAN 26 1998
BUTTE COUNTY
WELFARE

Mr. Fred C. Davis, Chairman
Butte County Board of Supervisors
Administration Building
25 County Center Drive
Oroville, California 95965

Dear Mr. Davis:

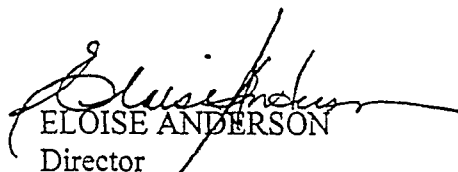
SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
ACT (CalWORKs) COUNTY PLAN CERTIFICATION

I am pleased to inform you that the California Department of Social Services is certifying that your CalWORKs Plan meets the requirements of Welfare and Institutions Code Section 10531. Based on this certification, Butte County may proceed with the implementation of its CalWORKs program.

I would like to express my appreciation to you, Director Patricia Cragar, Assistant Director Lori Scott, Program Manager Linda Waddell, the staff of the Butte County Department of Social Welfare (BCDSW), and everyone who participated in the development of the plan. The rapid response of BCDSW to our questions about the plan was greatly appreciated.

We look forward to reviewing and certifying any revisions or additions you make to the plan prior to their implementation. Please let me know if we can be of any additional assistance.

Sincerely,


ELOISE ANDERSON
Director

c: ✓ Ms. Patricia Cragar, Director
Butte County Department of
Social Welfare

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EXECUTIVE SUMMARY

Temporary Assistance for Needy Families (TANF), the federal reform law, was enacted August 22, 1996. It eliminated the entitlement of individuals to the Aid to Families with Dependent Children (AFDC) program and gave states flexibility on the determination of eligibility and the establishment of benefit levels, under a time limited cash assistance program for families. The purpose of TANF is to provide assistance to families with children and to reduce dependency by promoting job preparation and work.

Governor Wilson signed Assembly Bill 1542 (AB 1542) on August 11, 1997. It is the primary vehicle for overhauling several existing welfare programs currently operated under the authority of the TANF program. AB 1542 eliminates AFDC and the Greater Avenues for Independence (GAIN) programs and replaces them with the California Work Opportunity and Responsibility to Kids (CalWORKs); the new program will provide assistance and services to families with needy children.

Under CalWORKs, aid will be time-limited and recipients must meet hourly work requirements. Also, during the budget process, the Legislature passed other bills that created a state-only Food Stamp Program for certain individuals, denies benefits to convicted felons, and eliminated the California Alternative Assistance Program.

Within AB 1542 there is a stipulation to create and submit to the state, a county specific implementation plan no later than January 1, 1998. To that end, on July 1, 1997, the Butte County Department of Social Welfare (DSW) created a Change Management Team, consisting of representatives from the partnership with California Department of Employment Development (EDD), Butte County Private Industry Council, Inc (PIC), the Chief Administrative Officer's Office, and members of the DSW management staff.

The existing functional partnership with EDD and PIC established and operational for two years, has created and established the Community Employment Center concept. Currently there are three centers in the County and plans are being developed to enhance the service delivery components to coincide with the mandates included in CalWORKs.

To further comply with the requirements contained in AB 1542 in the development of a plan of action, the DSW, in partnership with EDD and PIC, hosted a series of town hall meetings during the month of October, 1997. These meetings were located in four of the county's population centers

namely, Chico, Gridley, Oroville, and Paradise. The purpose of these meetings was to provide the public with an avenue for input to options that were available in the development of the county plan. Concurrent with these town meetings a fact sheet about welfare reform and a survey was mailed to recipients. The survey elicited information regarding knowledge of welfare reform, potential barriers to employment and education or training requirements necessary for participant success.

The Chico Chamber of Commerce, in association with EDD, DSW, and PIC, established a Welfare to Work Action Team. Information was provided to the business community, concerning potential impacts of CalWORKs. Conversely, the business community reciprocated with information concerning the needs of the employers.

The Program Goals of CalWORKs are:

- Assist families to become self-reliant through employment and training opportunities;
- Provide the family with financial and other supportive services, as needed, for a temporary time period while the parent is seeking or preparing for employment; and,
- Provide protective and supportive services to children, families, and adults through linkage with community resources, including the courts, if necessary.

The Major Objectives of CalWORKs are to:

- Strengthen collaboration with other County departments, school systems, private not-for-profit agencies, community service organizations, and the faith communities; to provide support services for families transitioning from welfare dependency.
- Develop new relationships with municipalities, chambers of commerce, and the business community; to enhance training and employment opportunities for families transitioning from welfare dependency.
- Enhance collaboration with the employment services partnership to expand the Community Employment Center service delivery approach to CalWORKs families;

The Major Elements of CalWORKs are:

- Collaboration with public and private agencies to provide training and supportive services;
- Partnerships with the private sector to identify jobs;
- Local labor market needs;
- Welfare to Work activities;
- Substance abuse and mental health treatment services;
- Mental health services available after time limits have expired;
- Child care and transportation;
- Community service plan;

- Working with victims of domestic violence;
- Performance outcomes to meet locally established objectives;
- Public input to the County plan;
- Source and expenditure of funds;
- Assisting families to transition off aid;
- Job creation;
- Compliance with the requirements of CalWORKs;
- Interaction with American Indian tribes.

This plan, as shown, is the foundation to a very dynamic and evolutionary project. It is difficult to predict outcomes and directions at this juncture in the implementation of AB 1542. Certainly, as cited by Eloise Anderson, Director of the California Department of Social Services, CalWORKs is designed to break the cycle of poverty by providing recipients (of aid) both the incentives and tools to move off welfare and onto self-reliance. This statement clearly represents the Department's mission. As noted by DSW Director, Patricia S. Cragar, "This plan will combine employment services with eligibility services to provide an up front employment focused service delivery for our customers."

To quote one DSW client, "Not everyone can do everything, but everyone can do something!"

A. COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORT SERVICES

The Department of Social Welfare (DSW) joined in partnership with the Private Industry Council (PIC) and the Employment Development Department (EDD) in 1996 to put in place "one-stop" Community Employment Centers (CEC's) to assist employers and customers seeking employment. This partnership allowed the acquisition of an additional facility in Chico, which will house eligibility, employment, protective services, Private Industry Council (PIC), Employment Development Department (EDD), and Regional Occupational Program (ROP) staff. There will also be limited or part-time staff from the District Attorney, community college, and Public Health. This new facility will serve all CalWORKs families who live in the north county area and who make up half of the families served countywide, the facility will be known as the North County Community Employment Center (NCCEC).

Butte County will also have a South County Community Employment Center (SCCEC), which will be located in Oroville, at #42 County Center Drive. As much as the facility will allow, the South County Community Employment Center will be a mirror image of the north county facility. Initially eligibility, employment, PIC, and EDD staff will be co-locating at #42 County Center Drive. There will also be a Protective Service's staff person located in the SCCEC for employees/customers as an additional resource.

As funding and resources become available, PIC, EDD, and the DSW will make efforts to enhance the CEC, located in the Town of Paradise.

The objective of the CEC's is to better serve CalWORKs families by providing combined services in a "one-stop" location with a variety of eligibility and employment services closer to their homes and work opportunities.

The mission of the CEC's is to provide "one-stop" linkage between the labor pool and the jobs pool. It is a coordinated workforce investment system, which stresses lifelong learning for all workers. The services provided at the CEC's are customer-based and will provide people with information leading to informed job and career choices. Customers are able to access a wide array of job preparation services, which range from immediate job referral to occupational skills enhancement and education.

A further mission of the CEC's is to act as a clearinghouse for businesses to fill their employment needs, either through finding and referring skilled workers or by assisting in the training of future employees.

I. EMPLOYMENT SERVICES

- Applicants may have the option to choose Diversion, once their situation has been screened.

- The Department Social Welfare (DSW) will provide employment services to all employable CalWORKs applicants and recipients.
- Every CalWORKs employable applicant and recipient will be provided orientation explaining his/her work opportunity/obligation under the CalWORKs and TANF programs.
- Every employable CalWORKs applicant will have the opportunity to have his/her work skills and experience appraised, attend a job skills workshop and test the labor market through a supervised job search.
- All employable applicants/recipients will be referred to any/all job openings, for which they are qualified.
- If the applicant/recipient is not employed at the end of his/her initial job search, an assessment for employment will be completed and a welfare-to-work plan developed and monitored.
- The range of welfare-to-work activities for Butte County will be;
 - Unsubsidized employment
 - On-the-job training
 - Grant based on-the-job training
 - Vocational education and training
 - Education directly related to employment
 - General Education Development (GED) and English as a Second Language (ESL)
 - Work study
 - Self employment
 - Community Service
 - Job search and job readiness assistance
 - Job skills training directly related to employment
 - Supported work
 - Transitional employment
 - Vocational English Second Language (ESL)
- All employable CalWORKs applicants/recipients who are engaged in a welfare-to-work plan will be assigned a case manager to assist

with his/her rapid employment and to monitor his/her compliance and participation in the plan.

- The DSW will utilize the Employment Development Department (EDD) Cal-Jobs, Job Match and Share System databases to match employer needs with qualified CalWORKs applicants/recipients.
- The Department may, with its partner agencies, implement its own automated job placement and tracking system.
- Any applicant/recipient assessed to have a medical, mental health or substance abuse problem, which prevents him/her from employment, will be referred to appropriate available resources. Treatment will be monitored; employment, will remain the goal.

II. TRAINING

- The Community Employment Center (CEC) staff will link participants who, based upon an assessment, will require training in order to obtain a job.
- The CEC's will utilize labor market information to target participant training in occupations with the greatest potential for employment within the county and region.
- All participants in training will be supported and monitored by a case manager and supportive services provided as necessary.
- Local partner providers of training services include: Private Industry Council (PIC); Regional Occupational Program (ROP); Butte Community College; California State University, Chico; Oroville Adult School; and Paradise Adult School, as well as private schools and on-the-job training services by some employers.
- Community Services/Work EXperience (WEX) placement either independent of or concurrent with training is an important component of the Butte County Training Plan.
- The CEC is working with the educational community to develop several additional open-entry, open-exit short-term training programs. This effort includes curriculum development and redesign.

III. EDUCATION

The Community Employment Center (CEC) will continue to provide access to adult basic education and English as a Second Language (ESL) programs to participants who are assessed to have the need; employment shall remain the focus of service. Participants will be encouraged or required (based on their required hours of participation and the availability of services) to be concurrently enrolled in education, along with other welfare-to-work activities. A vocational ESL program will be implemented in January 1998. This program will couple language acquisition with work experience.

IV. CHILD CARE SERVICES

- The County will provide services as stated in Section G of this plan. The County will continue to participate in all phases of local child care services by its membership in the County's Child Care Planning Council.
- The County will manage "Stage 1" of childcare during the first six months of welfare-to-work services or until the participant's welfare-to-work plan stabilizes. Payment will be made directly to care providers.
- Valley Oaks Children's Service will provide "Stage 2" services for participants whose work activities have become stable or who are transitioning off aid. Resource and Referral services will be provided by Valley Oaks Children's Service.
- "Stage 3" services will be provided to participants when there is funded space available, for those who receive diversion in lieu of assistance, or have income not more than 75% of the state median income. Valley Oaks Children's Service under contract with the State Department of Education provides these services.

V. TRANSPORTATION

The County will continue to link participants in welfare-to-work activities to available transportation services. Further assessment of transportation needs will be completed as community service projects are developed and additional transportation needs are identified. Refer to Section G., II of this plan.

VI. BUTTE COUNTY ALCOHOL, DRUG and MENTAL HEALTH

The Department of Social Welfare has established a collaborative agreement with Butte County Alcohol, Drug and Mental Health (BCADMH) for mental health services to participants with identified barriers to participation for mental health reasons, as detailed in Section E. of this plan. The agreement specifies that participants so referred shall be required to participate in a treatment program to meet their welfare-to-work participation requirements. CEC staff will receive training on assessing barriers to participation due to mental health needs. When appropriate, joint staffings with employment services staff and mental health providers will be conducted to establish both treatment and plans for participation in welfare-to-work activities.

VII. SUBSTANCE ABUSE TREATMENT SERVICES

The Department of Social Welfare will refer to Butte County Alcohol, Drug and Mental Health (BCADMH) those participants claiming or identified as having a welfare-to-work barrier due to substance abuse. The participant will be required to seek treatment when so assessed by the BCADMH as detailed in Section E. of this plan.

VIII. DOMESTIC VIOLENCE SERVICES

Appropriate Community Employment Center (CEC) staff will be trained to detect and refer participants identifying barriers to participation due to domestic violence. CEC staff will refer such participants to one or more agencies who currently provide services for victims of domestic violence, as provided in Section I of this plan. These agencies include the Butte County District Attorney and the Victim Witness Program. Additionally, the North Valley Catholic Social Services and Catalyst provide counseling and/or shelter services. Referrals may also be made to Children's and Adult Protective Services staff for appropriate action when indicated.

IX. REFUGEE EMPLOYMENT SERVICES

The Department of Social Welfare has not enacted the specific Refugee Employment Services required to receive funding for a specialized program. The DSW evaluated the potential for providing specific refugee employment services several years ago. Based on the program requirements and the small number of clients to serve with refugee employment services, a decision was made that it was not feasible to pursue funding for this program at that time. However, the DSW does provide a full range of employment services to this population through Employment Services (GAIN), and will continue to provide through CalWORKs, specific services, such as, bi-lingual services with appropriate sensitivity to cultural diversity.

B. PARTNERSHIPS WITH PRIVATE SECTOR TO IDENTIFY JOBS

Executive managers of the Community Employment Centers (CEC) are working with the Chico Chamber of Commerce, members of the business community, Butte Community College, and California State University, Chico as a "Welfare-to-Work Action Team". The Action Team identified jobs available in the county, local labor market needs, training and preparation for work desired by employers, the attraction of new businesses to the county and the barriers that discourage economic growth.

The Action Team has developed a report, which includes support for the revitalization of the Economic Development Corporation, to provide oversight for the County's contract for job creation. A Job Creation Task Force will be created composed of employers, local governments, economic development organizations, social services agencies, private industry councils, community-based organizations, community development corporations, community colleges, advocates for CalWORKs recipients, and the local workforce preparation community. One function of this Task Force will be to identify jobs.

The Welfare to Work Action Team believes that an effective welfare to work plan must address seven key areas, which they recommend should be included in any plan the Board of Supervisors submits to the California Department of Social Services. The seven areas are:

1. Preparation for entry level employment.
2. New job creation.
3. Employment opportunities/upward mobility.
4. Managing risk to employers.
5. Communication/coordination.
6. Public awareness.
7. Public policy recommendations.

The representatives of the Faith community have participated in the Town Hall meetings held throughout the county and submitted ideas regarding using church facilities for day care, thus creating jobs, and working with the county on community services jobs.

The Director of the county Welfare Dept. has met with organized labor representatives regarding the impact of CalWORKs on jobs in the county.

C. LOCAL LABOR MARKET NEEDS

The Department of Social Welfare (DSW) utilizes several tools for measuring the labor market and demographics of Butte County. One of the primary tools is the annual report completed by the Community Employment Center (CEC) through the California CoOperative Information System (CCOIS). Each year there is a community team meeting, comprised of representatives from the County, City, Butte College, Chamber of Commerce, GAIN, EDD, government, vocation, and business employers. This team completes a study on twenty occupations, which are projected by the Employment Development Department (EDD) to be in demand. Approximately 300 employers receive a survey for the targeted occupations. Information gathered from the survey includes: skills, training, salary/wage, benefits, number of employees, number of hours, certificate/license requirements, work-related experience, career ladder for promotions, supply/demand, employee decline/stable/grow, etc. The County report often enhances the State EDD report; therefore, the State report may be modified to accurately reflect the local labor market. Other available reports include: Projections and Planning Information Study, developed by EDD for the identification of labor demands of Butte County, the regional economic/workforce development project produced by the community colleges of the north and far north regions, including Butte Community College and information from publications provided by the State of California's Bureau of Statistics and State Department of Social Services to both the County's Planning Department for demographic purposes and DSW for planning purposes.

The DSW has several data collection tools available for the purpose of measuring participant demographics. There are numerous reports generated by the Interim Statewide Automated Welfare System (ISAWS) and the GAIN 31, a quarterly report of GAIN registrant demographics generated by the GAIN Employment Management System (GEMS). Labor market and demographic tools will continue to be utilized to measure overall participant readiness for employment, training and education needs, and family issues which may be barriers to successful placement and retention of employment. The CEC's are currently in the process of developing a data base system, which will track individuals coming in to the CEC's for services and the outcome of those individual(s), when services have been rendered or diversion has been selected, this process will be a computerized "case management" system.

D. WELFARE-TO-WORK ACTIVITIES

The County plans to offer a full range of welfare-to-work components or activities, which will be designed to utilize existing services when appropriate, and develop or enhance components or activities. The County certifies it will not require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients. A list of these activities is detailed below.

- Unsubsidized Employment
- Work Study
- Work Experience
- Self Employment
- On-the-Job Training
- Community Service
- Grant-based On-the-Job Training (OJT)
- Adult Basic Education (General Education Development [GED] and
English Second Language [ESL])
- Vocational English Second Language (ESL)
- Domestic Violence Services
- Job Search & Job Readiness Assistance
- Job Skills Related to Employment
- Supported Work
- Transitional Employment
- Vocational Education & Training
- Education Related to Employment
- Mental Health & Substance Abuse Services Tied to Welfare-to-Work
Activities

E. SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

For a number of years mental health and substance abuse treatment and services in Butte County have been integrated into a single service delivery model under the Butte County Alcohol, Drug and Mental Health Department (BCADMH). The Department of Social Welfare (DSW) and BCADMH have a history of collaboration and support for Butte County families needing services.

Through a Memorandum of Understanding between the DSW and the BCADMH, both agencies will collaborate and utilize new funds available to ensure effective delivery of substance abuse and mental health services. Maximization of federal financial participation will be utilized through Supplemental Security Income (SSI) advocacy and Medi-Cal billing as appropriate. This collaborative effort will be conducted in the following manner:

I. TRAINING

Training will be provided to all appropriate staff and BCADMH staff who will work with CalWORKs participants having employment barriers due to substance abuse and /or mental health issues.

II. SCREENING

Department Social Welfare (DSW) staff at the Community Employment Centers (CEC's) will administer screenings to determine substance abuse and/or mental health barriers to employment.

III. REFERRALS

Those persons meeting the affirmative criteria of the screening process will be referred to a designated assessment team. Confidentiality will be maintained.

IV. ASSESSMENT

Participants will be assessed for substance abuse and/or mental health issues that are barriers to employability or job readiness. The assessment will determine one of the following:

- There appears to be no barrier to employability or job readiness. Participant is referred back to CalWORKs.

- When there is a barrier and participant needs treatment, a continuum of treatment will be available based on the following:
 - When barriers are a minor obstacle the participants can work with short-term treatment.
 - When barriers are a major obstacle the participant can work with case management and treatment services.
 - When barriers are severe the participant will receive long-term treatment and will be assisted by the Community Employment Center (CEC) staff and the Butte County Alcohol, Drug and Mental Health (BCADMH) staff in applying for SSI benefits.

V. TREATMENT

Treatment will consist of a continuum of care based on an individual's treatment plan developed through the assessment process.

- Short-term substance abuse and/or mental health treatment will be provided by designated treatment teams.
- Case management will be coordinated between BCADMH and the appropriate CEC staff, with case managers working together, but focusing on their respective areas.
- When available and appropriate, treatment will include:
 - Substance abuse treatment groups including: basic awareness, initial recovery, and relapse prevention. These groups are also available for the dually diagnosed population (persons with concurrent mental health and substance abuse issues).
 - Residential treatment services through local and regional recovery centers.
 - The 24-hour crisis phone line and the sixteen bed Psychiatric Health Facility are available for crisis services.
 - Contracts with private providers will afford specialty mental health services for participants that do not present a medical necessity, as implemented through Managed Care.
 - Referral and linkage (including contracts) to community substance abuse programs will provide treatment services including 12-step groups, drug court, victim witness, perinatal treatment centers, sober living environments, and social model groups focused on behavioral change through recovery skills, life skills and relapse prevention.

VI. EMPLOYMENT COUNSELING

Butte County Alcohol, Drug and Mental Health (BCADMH), will collaborate with the case manager in the development of a work plan, in conjunction with an individual's treatment plan, focusing on mental health and/or substance abuse factors that may hinder employment or welfare-to-work activities.

- Pre-employment services will be offered.
- Vocational rehabilitation may be included in the treatment plan and encompasses employment counseling.

VII. COMMUNITY SERVICE JOBS

The Butte County Alcohol, Drug and Mental Health's (BCADMH) consumer drop-in center, vocational rehabilitation program, and day treatment program and will be developed as community service sites.

VIII. CERTIFICATION OF SERVICES

- The Department of Social Welfare certifies that Butte County Alcohol, Drug and Mental Health Department (BCADMH) substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment and employment counseling and the provision of community service jobs.
- The Department of Social Welfare certifies that Butte County Alcohol, Drug and Mental Health Department (BCADMH) will provide at least the following services: assessment, case management, treatment, and rehabilitation services, identification of substance abuse problems and a process for identifying individuals with severe mental disabilities.

F. MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

The Department of Social Welfare recognizes that many participants may continue to require mental health services after the expiration of their eligibility to CalWORKs. The Butte County Alcohol, Drug and Mental Health will be notified of changes in eligibility status and to insure that clients in need of service continue to have access through ongoing medical assistance as available, provided these services are covered as a reimbursable cost to Medi-Cal or the County Medical Services Program (CMSP).

G. CHILD CARE AND TRANSPORTATION

I. CHILD CARE SERVICES

Child care must be provided to all welfare-to-work participants when necessary. Child care services are divided into three stages. Stage 1 is administered by the DSW and Stages 2 and 3 are administered by the Department of Education.

- The DSW will manage "Stage 1" of childcare during the first six months of welfare-to-work services or until the participant's welfare-to-work plan stabilizes. Child care payments will be made directly to care providers.
- Valley Oaks Children's Service will provide "Stage 2" services for participants whose work activities have become stable or who are transitioning off aid. A Memorandum of Understanding is being written between the Department of Social Welfare and Valley Oaks Children's Services to facilitate transition of childcare services between Stages 1 and 2.
- Resource and Referral services will be provided by Valley Oaks and will be available to parents needing child care through either co-location of services in the Community Employment Centers or by other means of rapid communication.
- "Stage 3" services will be provided to participants when there is funded space available, for those who receive diversion in lieu of assistance, or have income not more than 75% of the state median income. Valley Oaks Children's Service under contract with the State Department of Education provides these services.
- The Community Employment Center may consider applying as an Alternate Payment Provider (APP) at a later date.
- **Infant Exemption:** A parent or other relative who has primary responsibility for personally providing care to a child six months of age or under is exempt from work participation, except that, on a case-by-case basis, and based on criteria developed by the county, this period may be reduced to the first 12 weeks after the birth or adoption of the child, or increased to the first 12 months after the birth or adoption of the child. An individual may be exempt only once under this clause.
- As part of the assessment for welfare-to-work services, each participant with a child under six months of age will have his/her situation reviewed by a case manager to determine the availability of child care, local labor market conditions, special needs of the family, and/or other factors determined by the county. The county goal is to maximize the client's

participation in welfare-to-work activities at the earliest possible opportunity, provided childcare needs are appropriately met. In order to create a "real world" experience for the participant, the targeted length of time a new mother can be exempt from welfare-to-work activities is 12 weeks. This is consistent with the Federal Family Leave Act.

- If additional children are born to a participant who has previously utilized the infant exemption, the participant will receive the 12 week exemption, consistent with the Federal Family Leave Act. Decisions for 'Good Cause' to extend the length of the exemption to a maximum of six months will be made on a case-by-case basis following an assessment by the case manager to determine the availability of childcare, local labor market conditions, special needs of the family, and/or other factors determined by the county.

II. TRANSPORTATION SERVICES

The Department of Social Welfare (DSW) will continue to link CalWORKs participants to existing local transportation resources through Butte County Public Works.

There are currently seven transit systems operating throughout Butte County. Three of the services operate in designated fixed routes and are open to the general public. The remaining four systems provide door-to-door "dial-a-ride" service for seniors and disabled. Butte County provides administrative support for four of the systems including Butte County Transit (BCT), Paradise Express and the two transit services provided within the City of Oroville. The City of Chico administers the Chico Area Transit System (CATS) and the complimentary para-transit service known as the Clipper. The City of Gridley oversees the Gridley Golden Feather Flyer, a dial-a-ride system that operates predominantly within the city limits. Although transit services in the county are considered separate systems, nearly all are cooperatively funded. The only exception is the Paradise Express, which is exclusively funded by the Town of Paradise.

Transportation Development Act (TDA) funds provide the major source of revenue for transit services in Butte County. Butte County Association of Governments (BCAG) is responsible for allocating TDA funds and holds yearly public meetings to solicit "unmet transit needs" within the area. All TDA funds are intended to fund transit projects to the extent that such projects are meeting "transit needs that are reasonable to meet". BCAG has developed a series of criteria for determining if unmet transit needs are reasonable to meet. The criteria address cost effectiveness, system impact, and financial feasibility among other criteria. It is through the unmet needs process that Butte County will endeavor to enhance transit service for welfare-to-work purposes.

Butte County Public Works shall, in coordination with the DSW, provide information on available transit services. Such information shall include bus schedules, description of services, and information regarding upcoming public hearings. Other coordinated efforts will allow welfare agencies to purchase passes in bulk and distribute them to transit dependent clients. Ongoing tasks will include assisting clients in using public transportation where available and to promote vanpools and carpooling to enhance the client's independence in the welfare-to-work process.

Community Employment Centers (CEC's) will be looking at alternative transportation resources. The CEC's may assist and train CalWORKs participants in entrepreneurship, which could result in additional transportation services.

If there is no public transportation available participants may use their own vehicles and will be reimbursed at a rate used to reimburse county Welfare Dept. employees for the use of privately owned vehicles.

H. COMMUNITY SERVICE PLAN

The Department Social Welfare (DSW), in coordination with the Private Industry Council (PIC), plans as required by statute, to operate community service activities for participants who reach the 18/24 month limit on aid. Specific projects have not been identified at this time. Community service will be considered a viable training component during the 18/24-month period.

To maximize fiscal resources, the development of projects will be coordinated through the Community Employment Centers (CEC's), which will include workshops with Public Works and municipalities.

The DSW will provide specific details of the Community Service Plan as an addendum to the core plan.

I. WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

The Department of Social Welfare (DSW) will collaborate with the public and private groups and agencies, which provide support and intervention for victims of domestic violence in our community. There are three main groups, which will be involved in training department staff and in serving as a resource for referrals. These three groups are:

- Catalyst/Women's Advocates: the local shelter program for women and children, offers counseling, support groups and outreach education and awareness to the community.
- The Butte/Glenn Family Violence Prevention Council: brings together law enforcement, social services, probation, education, hospitals and others interested in prevention of violence.
- Community Alternatives to Violence Project: North Valley Catholic Social Services (NVCSS) provides Family Preservation services, which focus on education and community awareness around issues of family violence. Also offered are a mentor and counseling component and outreach into the community through the development of a county-wide plan to adopt a "no tolerance approach" to violence in families or between partners.

Current protocols, referral procedures and Memoranda of Understanding are already in place between the DSW and these three entities. In collaboration with these three groups, the DSW will develop a training program for Eligibility and Employment Services staff. The training will enable staff to identify and supportively assist participants who self-disclose violence in their lives, and properly refer participants for services with Catalyst, Community Alternatives to Violence Programs and/or other local service providers such as Butte County Alcohol, Drug and Mental Health local counselors or groups. This training will include not only education about the issues of domestic violence, but the connection with child abuse often inherent in such family situations and how to identify, report and work with these families.

The DSW will implement the Family Violence Option of TANF by addressing:

- Educating applicants and recipients about family violence;
- Universal notification of rights, responsibilities and the options of receipt of public assistance;
- Universal screening to identify survivors of domestic violence;
- Maintaining confidentiality;
- Providing training for personnel, as appropriate, on domestic violence and its effect on victims and survivors;
- A clear and efficient waiver process;
- Flexibility in developing individual employability plans.

Good Cause Domestic Violence Waiver means a waiver of one or more program requirements granted by the county to a victim of domestic violence under the Family Violence Option. Good cause shall be granted based on the needs and safety of the individual as determined by an individualized assessment as delineated in the existing Greater Avenues for Independence (GAIN) regulations.

The Domestic Violence Waiver is temporary, for a period not to exceed six months. Exemptions to extend this time limit may be permitted based on an individualized assessment of the participant's readiness to work or participate in work activities based on the criteria for Good Cause as referenced above.

The DSW will utilize a "Rights and Responsibilities" presentation, which includes information about the domestic violence waiver as a way of educating the CalWORKs applicants about how Domestic Violence is being handled under the new law. In addition, a universal screening approach for issues of Domestic Violence will be taken with all applicants individually during intake interviews. If the applicant chooses to self-disclose, he/she will be referred to a local service provider and the related CalWORKs exception criteria will be discussed with the individual.

The Domestic Violence Waiver will be accompanied by an appropriate service plan designed to provide safety and lead to work. The employability plan will be a fluid document for victims of domestic violence and will take the safety of the individual and child(ren) in the family into account in all goals and objectives established. The plan will outline individualized strategies, which use realistic short and long-term goals to put that participant on the path to economic self-reliance. It will establish appropriate benchmarks to measure progress and incorporate any waivers granted pursuant to the Family Violence Option. Alternative work activities could include counseling and/or participation in support and treatment groups for victims of family violence. Waivers will function like a court order for protection; issued for a specific time period with extensions allowed as appropriate. Victim witness services may provide funding for counseling services to persons who have been the victim of a crime, including domestic violence. A victim's statement of abuse will be sufficient to substantiate the request for a waiver or good cause claim unless an independent, reasonable basis to doubt the veracity of the statement exists. Should there be some doubt, a victim will be required to present documentation such as a statement from a friend, relative, counselor or shelter worker who has knowledge of that person's history.

Additionally, should the client identify a need for law enforcement assistance and/or the need for help in preparing a restraining order, he or she will be referred to the Office of the Butte County District Attorney.

J. PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

Performance outcomes are to be developed in conjunction with the California Department of Social Services (CDSS) with statewide data collection standards and methods by March 1, 1998. Baseline for data collection will be established in conjunction with CDSS by June 30, 1998.

Outcomes to be measured statewide include at least the following:

- Success of welfare-to-work, including the rate of employment, including unsubsidized work, earnings for recipients and those who have left the program and job retention.
- Rates of child support payment and collection.
- Child well-being, including entries into foster care, at-risk births, school achievement, child poverty, and child abuse reports.
- Changes in demand for General Assistance.
- Supply, demand and validation of support services by recipients, including child care, transportation, mental health services, and substance abuse treatment.
- Families affected by domestic violence.

Information on local performance outcomes will be developed by the Community Employment Centers (CEC's), collaboratively with public and private agencies serving CalWORKs recipients and will be submitted as an addendum to this core plan.

K. PUBLIC INPUT TO THE COUNTY PLAN

The Director of the Butte County Department Social Welfare (DSW) and management staff have worked for two years to develop a functional partnership with the Private Industry Council (PIC) and the Employment Development Department (EDD), this has resulted in the creation of the Community Employment Centers (CEC's).

Over the last year the Director, and other staff assigned by the Director, have presented information on the pending welfare reform to develop buy-in and enhance the knowledge of welfare reform in a variety of forums, including the Board of Supervisors, the Children's Coordinating Council, school administrations and both private and nonprofit agencies, which provide human services.

The position of Welfare Reform Program Manager was established in July 1997, to provide a leadership position for the process of change management for department staff, other agencies and the community. In this role, the Manager is a lead person in the dissemination of information to the public and a contact point for community and media inquiries regarding welfare reform.

The DSW, in partnership with PIC and EDD, held Town Hall Meetings in four communities in the county throughout the month of October 1997. The meetings were held in Gridley on October 8, Oroville on October 20, Paradise on October 22 and Chico on October 23. These meetings were advertised with local newspapers, radio, and television stations. The public attended the meetings and input was received for consideration in the development of this county plan.

There has been regular coverage of development of the welfare reform planning process in the local newspapers, as well as media coverage of the Town Hall Meetings.

The Chico Chamber of Commerce worked with PIC, EDD and the DSW in a series of six meetings called the "Welfare to Work Action Team". These meetings resulted in several positive outcomes. Information was provided to the business community about the nature and extent of the issues of welfare reform and the business community informed the agency representatives of the needs employers have. Input from this taskforce was used in the development of this plan.

In October, a special client mailing was sent to 10,092 AFDC, Food Stamps or Medi-Cal clients in the county. The mailing included a fact sheet about welfare reform, a questionnaire requesting input about likes and dislikes of the changes and potential barriers to employment or education/training which

exist. Approximately 2,263 surveys were returned and the information contained was considered as this plan was developed.

Included in the client mailing was a flyer announcing a community meeting for all families on aid regarding welfare reform and the new CalWORKs program. Co-sponsoring the meeting were the DSW, the PIC and the EDD in conjunction with Alternative 4 Developing Change (A4DC), a local welfare rights union, which has membership of people on aid and others who support them, including one member who is a Professor at Chico State University, Chico and one member from the Community Legal Information Center (CLIC). The Community meeting was held on November 8, 1998, and approximately 100 people attended. The speakers shared information and concerns regarding AB 1542, the CalWORKs legislation. Small focus groups provided a forum for interaction and participation in addressing barriers to employment and client concerns about the pending changes. A report regarding the outcome of the meeting was given to the DSW for consideration in the development of the county plan.

On October 29, a joint meeting was held with staff from the PIC, EDD and the DSW to officially implement the new mode of working together with the goal of "work first" for the customers we serve. This meeting was an important landmark in the change management process to emphasize that three agencies are changing past practices by combining resources, staff and work sites in the CEC's.

L. SOURCE AND EXPENDITURE OF FUNDS

Attachment 2 provides the County's estimated expenditures and source of funds for the CalWORKs program. The budget meets the requirement of Welfare and Institutions Code Section 15204.4, which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent for corresponding activities in FY 1996/97.

M. ASSISTING FAMILIES TRANSITIONING OFF AID

The County will work with families which transition from aid for both entering employment and for time limit reasons, i. e. the 24 month time limit. The services offered to families may include:

- Linking with child care services for families discontinued from aid for employment.
- Ongoing job retention services by DSW Employment Services staff. These services may include employment counseling, exploration and resolution of barriers to continued employment, contacts with employers and decreasing linkage to an employment services worker to facilitate the self-reliance required by state and federal legislation.
- Provision of community supportive services for families with adult caretakers discontinued from aid for exceeding applicable time limits for assistance.

N. JOB CREATION

The Department of Social Welfare's (DSW) plan to utilize Trade & Commerce Job Creation funds made available through CalWORKs to contract for job creation services.

The DSW recommends that the County implement recommendations from the Welfare-to-Work Action Team, see Section B of this plan. The Action Team has developed a report, which includes support for the revitalization of the Economic Development Corporation, to provide oversight for the County's contract for job creation through the collaboration of the following:

- Community Employment Centers
- Butte Community College
- California State University - Chico
- Business leaders
- The job creation contractor
- Various economic development entities
- Municipalities
- Chambers of Commerce

O. OTHER ELEMENTS

The Department of Social Welfare reserves the option to submit pilot proposals at a later time in the form of an addendum to the county's plan.

P. COMPLIANCE WITH THE REQUIREMENTS OF CalWORKs

It is the Department of Social Welfare's plan for CalWORKs single parent households to participate in welfare-to-work activities that most realistically reflect a "real world" work experience. Effective January 1, 1998, or at the time the welfare-to-work plan is signed by the participant, it is the DSW expectation of recipients to have full participation in work or work activities to a maximum of 32 hours per week. With certain exemptions, no fewer than 20 hours of work activities shall be authorized in the welfare-to-work plan.

Exemptions to the 32 hours per week will be made on a case-by-case basis following an assessment by the case manager to determine the availability of childcare, local labor market conditions, special needs of the family, and/or other factors determined by the county.

The Department of Social Welfare (DSW) will ensure the minimum hours required for participation under CalWORKs and under federal legislation: 20 hours beginning January, 1998; 26 hours beginning July, 1998; and 32 hours beginning July 1, 1999.

The County plans to meet federal participation requirements for adults in two-parent families to participate for 35 hours per week.

Q. INTERACTION WITH AMERICAN INDIAN TRIBES

The Department of Social Welfare met with the tribal leaders of three federally recognized American Indian tribes in Butte County during the month of December 1997 to discuss the options of operating the TANF program. A fourth tribe was unable to be represented at the meetings but has been involved in planning through telephone conversation. Those four tribes are:

- ♦ Concow Maidu Tribe
- ♦ Estom-Yumeka Maidu Tribe
- ♦ Mechoopda Tribe
- Tyme Maidu Tribe

The options of self-operation of TANF eligibility and employment services, the county operation of CalWORKs, or a combination of services by each entity, were discussed and considered. The four Tribes are not planning to operate Tribal TANF programs at the present time. They plan to receive TANF services from the county CalWORKs program. They plan to meet with the county Welfare Dept. to participate in the development of CalWORKs supportive services regarding mental health treatment, drug and alcohol treatment, domestic violence services, and job development. Between January and June of 1998, the Tribes plan to develop agreements with the county Welfare Dept. regarding CalWORKs supportive services provided to American Indians in Butte County.

The four Tribes are invited to be members of the Job Creation Taskforce.

The four Tribes are members of the California Indian Manpower Consortium, Inc. (CIMC). The county Welfare Dept. will sign a Memorandum of Understanding with CIMC regarding the rights and responsibilities of each party in relation to the CIMC Native Employment Works (NEW) Program for the Tyme Maidu Tribe.

CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

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County Welfare Department Director's,
Signature:

Patricia Croza

Chairperson of the Board of Supervisors,
Signature:

Fred C. Davis

County Plan Budget 1997/98 State Fiscal Year

Section 1

	Total	FCS	State General Fund	County Funds*	Other **
Food Stamp Administration (For County MOE Purposes)	3,858,148	1,929,079	1,350,355	578,714	

- * When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W & I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.
- * If other sources of funding are being made available for an activity, please identify on a separate page.

**County Plan Budget
1997/98 State Fiscal Year**

Section 2

OTHER SOURCES OF FUNDING

Item (A)(4) Welfare-to-Work Activities

Wagner-Peyser Funds

Item (D) Substance Abuse Treatment

Substance Abuse Treatment Reimbursement

County Plan Budget 1997/98 State Fiscal Year

Section 2

Note: The following categories are for information purposes only and are not an indicator of specific claiming categories

	Total	TANF/State General Fund	CCDBG	Title XIX	County Funds *	Other **
TOTAL CalWORKs Admin & Services Items (A) thru (D)	27,158,789	10,594,091	978,949		508,238	77,491
(A) TOTAL CalWORKs single allocation Items (1) thru (7)	10,360,298	8,846,106	978,949		508,238	27,005
(1) Benefit Administration	3,363,099	3,134,392			228,707	
(2) Program Integrity (Fraud)	1,056,400	1,056,400				
(3) Staff Development/Retraining	162,423	162,423				
(4) Welfare-To-Work Activities	4,398,157	4,091,621			279,531	27,005
(5) Cal Learn	401,270	401,270				
(6) Child Care – 1 st half of 97/98	978,949		978,949			
(7) Other Activities ***						
(B) Child Care – 2 nd half of 97/98	1,525,847	1,525,847				
(C) Mental Health Treatment	100,972	100,972				
(D) Substance Abuse Treatment	171,652	121,166				50,486

* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W & I Code, which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.

** If other sources of funding are being made available for an activity, please identify on a separate page.

*** Please identify "other activities" on a separate page.

APPENDIX

The Butte County Department of Social Welfare (DSW) has collaboratively developed its plan for the implementation of CalWORKs as required by the Welfare-to-Work Act of 1997, AB 1542.

Our management staff has and will continue to meet regularly to plan together with county departments in work groups on specific issues required by CalWORKs.

Additionally, our managers have met and continue to meet and plan with a variety of departments and agencies including but not limited to the following:

- County Welfare Directors Association (CWDA)
- Board of Supervisors
- County Administration Office (CAO)
- Inter-Agency Council (IAC)
- Children's Services Coordinating Council (CSCC)
- Local Area Child Care Council (LACC)
- Northern Counties Regional Council (NCRC)
- Private Industry Council (PIC)
- Employment Development Department (EDD)
- Regional Occupational Program (ROP)
- District Attorney
- Public Works
- County Superintendent of Schools
- School Districts throughout the community
- California State University, Chico (CSUC)
- Probation
- Public Health
- Butte County Alcohol, Drug and Mental Health (BCADMH)
- Butte Community College
- Northern Valley Catholic Social Services (NVCSS)
- Child Care and Development Council
- Valley Oaks Children's Services (VOCS)
- Parent Education Network (PEN)
- Catalyst Women's Shelter
- Butte County Transit Authority
- Chico Area Transit Authority
- Oroville Adult School
- Paradise Adult School
- Butte County Association of Governments
- Community Action Agency (CAA)
- Butte County Jim
- Housing Authority
- Council of Churches
- Inter-Faith Council
- Rotary Club
- Kiwanis
- Exchange Club
- Alternatives 4 Developing Change (A4DC)